

8 May 1952

*Recd*

Report from 1305, Week of 5 May - 9 May

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To :

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From:

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1. [redacted] has moved from [redacted] and Training is now in the process of arranging classrooms for the new program which is scheduled to begin May 19.

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2. At a meeting held by [redacted] on Wednesday, it was decided to pre-test all clerical people reporting at the [redacted] in order to determine which classes they should attend. This pre-testing will take place every Tuesday afternoon. In connection with this, it was suggested that Training set a tentative minimum requirement of 40 words per minute for typing and 80 words per minute for shorthand.

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